

## Vice President of Programs

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### Description

The Elizabeth Dole Foundation is looking for an experienced Vice President of Programs to join our team this summer. We are seeking a visionary leader who will work to build a long-term programmatic plan for the Foundation while maintaining and growing the Foundation's current programmatic footprint. The VP of Programs will work closely with the CEO and VP of Operations to develop a comprehensive strategy for and direct the overall execution of the Foundation's core programs, including: Dole Caregiver Fellows, Hidden Heroes Caregiver Community, Hidden Heroes Cities, Foundation Policy & Advocacy Initiatives, the Campaign for Inclusive Care, the Military and Veteran Caregiver Experience Map, the Impact Forum, and the Hidden Heroes Fund.

The VP of Programs should be an experienced, entrepreneurial and highly motivated professional, with prior experience managing a team of employees. They should demonstrate a proven ability to execute and grow programs and initiatives, as well as develop measurements and models to ensure maximum impact of those programs in line with existing strategic goals. Previous experience working in the non-profit field is encouraged.

### Responsibilities

- Work with the CEO to execute an overall program plan in line with the Foundation's established strategic goals; help assess, streamline, and expand existing programs, and identify opportunities for future programmatic growth
- Report program plans and progress to key Foundation stakeholder groups, including funders, Board of Directors, and nonprofit, corporate, and government partners
- Develop and maintain partnerships by building and fostering productive working relationship with funders and program partners; provide strategic direction and guidance for competitive proposals and donor assessment reports
- Represent the Foundation at events and conferences across the country
- Support Senator Dole & the CEO with meeting and event preparation involving programmatic knowledge, and serve as a subject matter expert to analyze and report on trends in military caregiver research, policy, and legislation
- Work with the Vice President of Operations to develop and monitor program budgets and finance reports
- Supervise the Director of Strategic Initiatives, Programs Coordinator, Fellows Coordinator, HHCC Coordinator, and any other program staff; encourage staff-wide participation to help create and develop innovative program ideas and initiatives for the Foundation

## Requirements

The Elizabeth Dole Foundation is looking for an energetic and versatile professional to be based in the DC area. The applicant should have excellent verbal and written communication skills, with proficiency in Word, Excel, and PowerPoint, as well as CRM Databases. Familiarity with nonprofits and the military and veteran caregiver community is desired, and will be considered when choosing the best applicant for this position.

- Bachelor's Degree, with 7+ years' experience in a professional office environment
- Experience working with informal family caregivers and/or working with military/veteran health systems is preferred, but not required
- Highly energized, able to engage and respond on a professional level to a broad range of stakeholders; especially the ability to work with military caregivers and donors to provide excellent and timely customer service
- Detail oriented, with the ability to listen and communicate (both verbally and in writing) clearly and accurately
- Strong leadership skills and managerial experience
- Confident Public Speaker and Presenter
- Ability to work in a fast-paced environment and meet tight deadlines
- Demonstrated professional standards and unwavering integrity and ethical conduct
- Is discrete; understands when confidentiality is required
- Excellent organizational skills
- Outstanding interpersonal skills
- Reliability/dependability
- Demonstrates energy, optimism, and passion for helping others, while maintaining a sense of humor and warm relationships with colleagues and partners

## To Apply

Please submit a cover letter and resume in PDF format to:

Pavel Sullivan, Vice President of Operations  
pavel@elizabethdolefoundation.org